

Get quicker access to vital information with **enterprise content management**.



ISD Information Technology Services

Document & Workflow Management



Internal
Services
Department

FEATURES



Document and records management

Capabilities include version control, security and library procedures in addition to assistance with legal, regulatory and County compliance.



Workflow & business process management

Support of business processes by assigning work tasks and states and creating audit trails for document handling and revisions.



Web and social content management

Provisioning and managing content such as video, text, social content and documents to users across the intranet and internet.

Studies show the amount of data created by organizations is doubling every 3 years. Having both structured and unstructured information in a central repository that provides instant access to vital documents and data, often called Enterprise Content Management (ECM) provides organizations with the information they need to make critical business decisions.

ISD assists departments with the evaluation, development and deployment of ECM systems that include document and workflow management, which incorporates:

- Flexible deployment options, both on-premises and in the cloud
- Scalability to accommodate multiple users and locations
- Development of custom ECM applications
- Assistance integrating ECM solutions with existing IT applications

ISD DOCUMENT & WORKFLOW MANAGEMENT BENEFITS

FAST AND COST EFFECTIVE ECM TOOLS

ISD hosts a secure, fault-tolerant and multi-purpose infrastructure that can be leveraged to provide fast and inexpensive access to sophisticated ECM tools and functionality.

IMPROVED ORGANIZATION EFFICIENCIES

Knowledge repositories based on document and workflow management can provide your department with data to make better decisions and improve service to customers.

REGULATORY AND COUNTY COMPLIANCE

By developing a full life cycle approach to managing your content – from creation to archiving to destruction – ISD can help ensure you can easily organize and manage information to meet legal needs.

REDUCED OPERATIONAL COSTS

Advanced ECM tools can help reduce operating costs by consolidating diverse repositories of information and reducing the significant ongoing maintenance costs of legacy content management tools.

TO ORDER SERVICES OR GET MORE INFORMATION | 562.658.4522 | DOCS@isd.lacounty.gov